Site coordination meeting · Agenda

Circulate at least 24 hours before the meeting

Project		**Meeting no.**	MoM-
Date & time		**Venue**	
Chair		**Minutes by**	

Invited

Name & firm	Role	For items
		All / items …

Agenda

Bring: your two-week look-ahead and anything blocking you. Every item ends with a decision, an owner and a date — or "carried forward" and why.

Time (min)	Item	To discuss	Lead
0–5	Last meeting Confirm minutes · open actions		
5–15	Blockers and RFIs Oldest first · who owes the answer		
15–25	Drawings Issued since last week · still to revise		
25–35	Client decisions Options · what is waiting on each		
35–42	Two-week look-ahead Starts · hand-offs between agencies		
42–45	Read-back Every action: owner and date · next meeting		

Next meeting	Date, time, venue